

February 2, 2018 for February 5, 2018 Monthly Meeting

To: Florida Public Library Board of Trustees
From: Madelyn Folino, Director

Monthly Report

January 2017 Circulation	Door Count: 1,943	Closed: 2 holidays, 2 snow
Adult: 1,966 Juvenile: 712	\$: 896.37 ILL loans: 735	ILL borrows: 865
January 2018 Circulation	Door Count: 1,745	Closed: 2 holidays, 3 snow
Adult: 2,021 Juvenile: 579	\$: 670.14 ILL loans: 820	ILL borrows: 727

Winter Weather

Winter weather continues to affect us. We were closed on 1/4 and 1/17 for snow; opened late at 11 a.m. for snow on 1/5, closed at 4 p.m. on 1/16.

Programs

- Weather, staff and family illnesses cancelled several programs this month and we return to a regular schedule in February. Beth will come in earlier on Tuesdays to conduct a Science Club at 1 p.m. for ages 3-5. We hope this STEM/STEAM offering will be attractive to parents whose preschoolers attend morning classes elsewhere. Afternoon naps seem to be a thing of the past. Eileen will be working on Thursdays to provide the usual morning Rhymetime program for toddlers.
- The Books & Beyond cooking sessions are attracting 9-10 students per week. Teen Time has a following of 7-8 students. Coding sessions for Tweens and Teens concluded in mid-month, slightly more popular with Tweens. The new sessions for both age groups have strong registration for the second series which will start off by teaching Scratch, a program which promotes learning coding skills through the design of computer games. Maria will attend several meetings at ALA in Denver with other grantees to share her work.
- Dungeon & Dragons brought in 12 teens for a Saturday program. Richie Martinez is a volunteer program leader for the group.
- I told Native American stories to eight classes of third and fourth graders on 1/19 and 1/25 in Warwick and logged this for our outreach program statistics.
- Beth has planned a Monday-Friday a.m. Space Camp for grades K-5 during the Spring Break in March.
- Our popular annual Pie Night on 1/24 with Leslie and Tom Noble of Noble Pies brought in 22 pie enthusiasts to enjoy savory and dessert pies and vie for pies for prizes. Upcoming adult programs include our 48th Poetry Café on 2/16, the Tuskegee Airmen on 2/28 and the always popular Irish Night on 3/14. College planning and heritage craft programs return in March as does Tech Help with Annette.
- Staff have put together a mini book sale for 2/2-2/18. Valentines for Love your Library Month are available now.

Communications

- RCLS – Continuing Education Survey. Please relay your comments to me.
- SmartProcure, Deerfield Beach, FL made a FOIL request for all purchase records from 10/17-1/18. Fulfilled 1/16/18.
- Treasurer Stella Kosior has retired from a long and busy career at Modern Produce. Congratulations!

Financial/Donations

- \$225 – Copper Bottom restaurant – Donations 4050.
- \$50 – Shirley and Tom Coughlin in honor of Dorothy Kimiecik’s 80th birthday – Donations 4050.
- \$71 – Pie Night prize drawings on 1/24 – Donations 4050
- \$50 – Friends of the FPL for 2/16 Poetry Café - Targeted Donations 4060 and Adult Programs 5241.
- Emery & Webb, our insurer, has researched the matter of a rider attached to our policy on paid family leave. Worker’s Compensation must receive a letter stating that we decline and that letter must be forwarded to our insurance company, Standard Security, in order to remove the rider. This is required as we already provide disability which, like PFL, is not required coverage.

State Annual Report

The SAR was submitted to RCLS on 1/19 and we were the first member library to do so. Chris was very helpful in completing financial sections, Annette with technology and Sara had completed program statistics. On the agenda for your approval.

Bylaws Revision

In reviewing the bylaws, last approved 12/3/12, I see several editorial changes and a few recommended changes to better reflect actual practices. Please see the report emailed to you. Any prospective changes must be read at two meetings before a vote to approve.

Election Day

Plans are well in hand for Election Day on April 5. Election Clerk Martha Sullivan has been working with the Board of Elections to obtain the lists we need. Our timeline, legal notice and first press release have been completed (emailed to you.) Our special information meeting on the budget will take place before the March meeting.

Personnel

- Page Mark Ng who worked for us in high school and the last two summers has resigned, effective 1/18/18. Former Page Megan Kelly will return to us this summer.

Building and Equipment

- On Friday, 1/12, we contacted Tom Mance, the Village DPW and Tam Enterprises, Inc. over a back-up in the sewer line which caused minor flooding in the basement. A frozen pipe under the parking lot was diagnosed and in a lengthy process, workers from Tam were able to get the line clear by 7 p.m. Their suggestion is to check the line with a camera to discover if it “has a belly” i.e. a sag where water pools and freezes and if so, to correct the pitch. They recommend installation of “a clean-out with a T” outside the building to facilitate dealing with future problems. Tim Brunswick of the Village DPW said that this would be done in the spring. Tam charged \$2,070.
- The sewer line back-up damaged the 17-year old dehumidifier in the basement. We purchased a new one at Werner’s for \$269 and will schedule installation when it warms up a bit.
- Warranty registration forms have been completed for the LED lighting retrofit of 12/28/17: one year for work done by installer SmartWatt; five years for ballasts and lamps from Sylvania.

RCLS Circulation Rules

- The Director's Association voted on 1/11 to change circulation rules for ILL materials. When an item is checked out at the borrowing library, it will now be governed by that library's circulation rules, rather than by those of the owning library. This change will be implemented when RCLS acquires a new server. The rationale for the change is that patrons find it difficult to understand that other libraries have different rules than their home library. I was not persuaded and voted "No."
- The Director's Association has also voted to begin a study, probably in May, to abolish overdue fines as the belief is that these constitute a barrier to service and that without the necessity to collect fines, front line staff will be freed for other library duties. We've run some reports on Library Charges for a discussion of this issue.

Friends of the FPL

The Friends remain without a president or secretary. They have scheduled a planning session for the Spring Tea on 2/6, 3 p.m., at the American Legion.

Meetings, Travel & Events – Upcoming

2/5 – YA Librarians – Maria

2/8-2/10 – ALA Midwinter – Maria

2/10 – Trustee Education 101, Valley Cottage Library, 10-12:30

2/12 – Florida ABCD - Maria

2/12 – Friends of the FPL, 6:30 p.m.

2/17 – Trustee Education 102, Valley Cottage Library, 10-2:30

2/19 – FPL closed, Presidents Day

2/28 – NYLA Advocacy Day, Albany – Trustees Arcieri, Scott, Kamrowski; Meg and Ashley